

Objective and Service Definitions

Countable	Not Countable	Service Definition	Outcome
Assessment			
X		Assessment Comprehensive/Specialized Comprehensive and specialized assessments of the skill levels and service needs, which may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.	<ul style="list-style-type: none"> Completed Did not complete
X		Formal Assessment Administering/participating in skills testing, such as reading/math, aptitude, interest, work maturity tests, and medical/mental health evaluations.	<ul style="list-style-type: none"> Completed Did not complete
	X	Initial Assessment Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.	<ul style="list-style-type: none"> Completed Did not complete
Basic Education			
X \$\$\$		Adult Basic/Literacy Services/Tutoring Basic education for individuals (19 years or older), even if they have already earned a high school diploma or GED, to help them attain proficiencies equivalent to ninth grade level, or to improve basic skills to a level greater than that which the individual is required to have to attend a training institute or get and keep employment.	<ul style="list-style-type: none"> Completed Did not complete
X		English as a Second Language Training for customers who speak English at a level which does not provide adequate functioning on the job or in society.	<ul style="list-style-type: none"> GED obtained High School diploma obtained Certificate pending Did not complete Other certificate or skill obtained Completed Obtained employment
X		GED/High School Diploma Activities related to completing a GED, high school equivalency certificate, or high school diploma.	<ul style="list-style-type: none"> GED obtained High School diploma obtained Certificate pending Did not complete
Core Services			
	X	Computer Resources Provide access to, or assistance with, computer resources available from local workforce system partners or others. This can include access to software tutorials that are self-service in nature.	<ul style="list-style-type: none"> Completed Did not complete

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Core Services (continued)			
	X	Determining Eligibility for Financial Assistance Assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under WIS and are available in the local area.	<ul style="list-style-type: none"> Completed Did not complete
	X	Eligibility Determination of eligibility to receive assistance under WIA Title IB.	<ul style="list-style-type: none"> Completed Did not complete
	X	Employment/Labor Market Information Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas. Labor Market Information (LMI) must be provided to participants in every program.	<ul style="list-style-type: none"> Completed Did not complete
	X	Information on Performance and Program Costs Associated with Eligible Training Provider List Provision of performance information and program cost information on eligible providers of training services, youth activities, adult education, postsecondary vocational education, vocational education activities available to school dropouts under Carl Perkins, and vocational rehabilitation program activities.	<ul style="list-style-type: none"> Completed Did not complete
	X	Information on Supportive and Follow-Up Services Provision of accurate information relating to the availability of supportive and follow-up services, including child care and transportation available in the local area, and referral to such services as appropriate.	<ul style="list-style-type: none"> Completed Did not complete
	X	Local Workforce Area Performance Information Provision of information regarding how the local area is fulfilling performance measures and any additional performance information with respect to the one-stop delivery system in the local area.	<ul style="list-style-type: none"> Completed Did not complete
	X	Open Workshops Provide information and referral to workshops available from local workforce system partners and other entities as appropriate and needed.	<ul style="list-style-type: none"> Completed Did not complete
	X	Outreach, Intake, & Orientation Outreach information (which may include worker profiling) and orientation to the information and other services available through the one-stop delivery system.	<ul style="list-style-type: none"> Completed Did not complete

Countable	Not Countable	Service Definition	Outcome
Core Services (continued)			
	X	Rapid Response Provide information about services available to dislocated workers. This service can be provided one-on-one or in a group setting. This code may only be used by the agency funded for Rapid Response.	<ul style="list-style-type: none"> Completed Did not complete
	X	Resource Room Provide access to, or assistance with, the services and information available in workforce center and partner agency resource areas. This can include resource room activities that are self-service in nature.	<ul style="list-style-type: none"> Completed Did not complete
	X	Unemployment Insurance Information Provision of information regarding filing claims for unemployment compensation.	<ul style="list-style-type: none"> Completed Did not complete
Employment-Related Education			
X \$\$\$		ABE/Literacy Combined with Training Adult education and literacy activities provided in combination with services described in any of clauses (i) through (vii) of WIA Section 134 (d)(4).	<ul style="list-style-type: none"> Completed Did not complete
X \$\$\$		Combined Workforce Training with Related Instruction Programs that combine workplace training with related instruction, which may include cooperative education programs.	<ul style="list-style-type: none"> Completed Did not complete
X \$\$\$		Entrepreneurial Training Training designed to provide the knowledge and skills necessary to start a business.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment
X \$\$\$		Occupational Skills Training Occupational skills training, including training for nontraditional employment and for training programs operated by the private sector. This service should be used for any training that provides an approved certificate or credential. Eligible Training Provider documentation is required for this type of training.	<ul style="list-style-type: none"> Received training-no certificate Associate degree Bachelors degree Occupational skills license Occupational skills certificate Other certificate
	X \$\$\$	Training-Related Materials/Supplies Purchase of materials/supplies that are required to start or continue a training program. This includes items such as tools and computer software.	<ul style="list-style-type: none"> Completed
X \$\$\$		Skills Upgrade & Retraining Services designed to provide training to individuals in a new set of skills in order to obtain and/or retain employment.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment

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Follow-Up Services			
X		Follow-Up Services Provide follow-up services that may be available to participants, as appropriate, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of the employment, as appropriate. Follow-up services are only available after other services are no longer being provided to a participant.	<ul style="list-style-type: none"> • Completed • Did not complete • Entered unsubsidized employment
X		Youth Follow-Up Services 12 or More Months After Completion of Participation Provide follow-up services that may be available to participants, as appropriate, for not less than twelve (12) months after the last date of service in the WIA Youth program. Follow-up services are only available after other services are no longer being provided to a participant.	<ul style="list-style-type: none"> • Completed • Did not complete
Intensive Services			
	X	Case Management Provide coordination and delivery of the appropriate mix of activities, services and support for individuals in a WIA program from point of enrollment to exit from WIA.	<ul style="list-style-type: none"> • Completed • Did not complete
X		Counseling and Career Planning Provide comprehensive guidance and career counseling either one-on-one to an individual or in a group setting, including peer groups. This can include career and job search planning information and support, as well as referrals to other types of counseling services, as needed and appropriate for the participant.	<ul style="list-style-type: none"> • Completed • Did not complete
X		Individual Employment Plan Development Development of an individual employment plan (IEP) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.	<ul style="list-style-type: none"> • Completed • Did not complete

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Intensive Services (continued)			
X \$\$\$		Short Term Pre-Vocational Services Short-term pre-vocational or job readiness services, include development of learning skills, communication skills, and Soft Skills development that includes interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training. This type of training is approximately one week or less and does not provide a certification or credential upon completion (does not require ETPL documentation in the participant's file).	<ul style="list-style-type: none"> Completed Did not complete
X		Temporary Gap In Services A participant should not be considered as exited if there is a gap in service of greater than 90 days in one of the following circumstances: <ul style="list-style-type: none"> Delay before beginning of training Health/medical condition or providing care for a family member with a health/medical condition Temporary move from the area that prevents an individual from participating in services, including National Guard or other related military service. Gaps must be related to one of the above circumstances and last no more than 180 consecutive calendar days from the date of the most recent service.	<ul style="list-style-type: none"> Completed Did not complete
Job Search Assistance			
X		Job Search Provide services to assist WIA participants in job search for employment.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment
X		Out of Area Job Search Provide services to assist WIA participants in job search for employment that would require relocation.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment

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Supportive Services			
	X \$\$\$	Childcare A service provided to ensure proper care of children while the parent or guardian is participating in an employment and training program. A person in the participant's immediate or extended family may perform childcare only after all other sources of day care have been exhausted. The payment shall be made to the childcare provider, not the participant.	<ul style="list-style-type: none"> Completed
	X \$\$\$	Health Care and Medical Services Services of a one-time nature, such as a physical examination, prescription drugs, prescription eyeglasses, immediate dental care, and mental health care which are needed to enable an individual to participate in any training or re-employment activity.	<ul style="list-style-type: none"> Completed
	X \$\$\$	Housing Housing assistance includes supportive service payments for rent and emergency types of maintenance costs. Deposits and mortgage payments are NOT allowable.	<ul style="list-style-type: none"> Completed
	X \$\$\$	Needs-Related Payments Provide direct financial assistance to participants for the purpose of enabling individuals to participate in training. Needs-related payments shall NOT be provided for any period that a participant is employed, in OJT, receiving unemployment compensation, out-of-area job search allowances, relocation allowances, trade readjustment allowances or basic readjustment allowances.	<ul style="list-style-type: none"> Completed

Countable	Not Countable	Service Definition	Outcome
Supportive Services (continued)			
	X \$\$\$	Other Supportive Services Services not included elsewhere that are reasonable and necessary for a WIA participant to complete their individual employment plan and/or obtain or retain employment. These include but are not limited to: <ul style="list-style-type: none"> • Application fees and GED fees; • Auxiliary aides and services for participants with disabilities; • Bonding and liability insurance for employment; • Business licenses; • Family care; • Financial counseling or assistance; • Interpretation services; • Legal services (does <u>NOT</u> include payment of fines; • Meals/food; • Personal care such as haircuts, personal grooming and hygiene needs, laundry/dry cleaning; • Work clothing (includes clothing for interviews); and • Union dues or initiation fees 	<ul style="list-style-type: none"> • Completed
	X \$\$\$	Relocation Assistance Assistance with costs such as moving van/truck rental, mileage, meals and lodging that are incurred to relocate a participant and the participant's family out of the service area in order to begin employment.	<ul style="list-style-type: none"> • Completed
	X \$\$\$	Transportation Transportation assistance can include but is not limited to: intercommunity travel, automobile repair, automobile insurance, automobile registration and public transportation. Car payments and purchase of vehicles are NOT allowable.	<ul style="list-style-type: none"> • Completed
	X \$\$\$	Work Related Materials/Supplies Purchase of materials/supplies that are required to start or retain employment. This includes items such as tools and computer software.	<ul style="list-style-type: none"> • Completed

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Work Site Learning			
X		Apprenticeship Classroom Training and On-the Job combination that leads to skilled labor status programs. Approved and recorded by the ETA/Bureau of Apprenticeship and Training, or by a recognized state apprenticeship agency.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment
X \$\$\$		Customized Training Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment
X \$\$\$		On the Job Training (OJT) Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.	<ul style="list-style-type: none"> Completed Did not complete Entered unsubsidized employment
X \$\$\$		Work Experience/Internships Work experience is a planned, structured learning experience that takes place in an employer's workplace (private for profit, non-profit, or public sector) for a limited period of time. (This is an Intensive Service.)	<ul style="list-style-type: none"> Completed Did not complete
Youth Goals			
X		Basic Skills Goal (Younger Youth) Increase basic education skills including reading, comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills for youth who have proficiencies below the Ninth grade level to a level greater than the customer held at assessment.	<ul style="list-style-type: none"> Youth goal attained Youth goal not attained Youth goal attainment pending
X		Occupational Skills Goal (Younger Youth) Increase the primary occupational skills encompassing the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Increase the secondary occupational skills resulting in familiarity with and use of set-up procedures, safety measure, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.	<ul style="list-style-type: none"> Youth goal attained Youth goal not attained Youth goal attainment pending

Countable	Not Countable	Service Definition	Outcome
Youth Goals (continued)			
X		Work Readiness Skills Goal (Younger Youth) Increase work readiness skills including labor market knowledge, career planning and decision making, and job search techniques; daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account; and positive work habits, attitudes, and behaviors.	<ul style="list-style-type: none"> Youth goal attained Youth goal not attained Youth goal attainment pending
Youth Services			
X		Adult Mentoring During Participation and Subsequent Period Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.	<ul style="list-style-type: none"> Completed Did not complete
X		Alternative Secondary School Services Services provided to youth by a separate program within a K-12 public school district or charter school through a specialized, structured curriculum.	<ul style="list-style-type: none"> Completed Did not complete GED obtained High School diploma obtained Certificate obtained
X		Comprehensive Guidance and Counseling Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	<ul style="list-style-type: none"> Completed Did not complete
X		Individual Service Strategy Development Development of an individual service strategy (ISS) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.	<ul style="list-style-type: none"> Completed Did not complete
X		Leadership Development Opportunities Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work and other activities.	<ul style="list-style-type: none"> Completed Did not complete
X \$\$\$		Occupational Skills Training Occupational skills training, including training for nontraditional employment and for training programs operated by the private sector. This service should be used for any training that provides an approved certificate or credential. Eligible Training Provider documentation is required for this type of training, unless the participant is a Youth enrolled in Job Corps.	<ul style="list-style-type: none"> Received training-no certificate Associate degree Bachelors degree Occupational skills license Occupational skills certificate Other certificate

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Youth Services (continued)			
X \$\$\$		Summer Employment Opportunities Summer employment opportunities directly linked to academic and occupational learning.	<ul style="list-style-type: none"> Completed Did not complete
X		Supportive Services Provision of supportive services, including child care and transportation available in the local area, and referral to such services as appropriate. Use of this service shows that one of the 10 Youth Components is being provided. To pay for Youth supportive services, choose the Supportive Services objective, then the appropriate service.	<ul style="list-style-type: none"> Completed Did not complete
	X \$\$\$	Training-Related Materials/Supplies Purchase of materials/supplies that are required to start or continue a training program. This includes items such as tools and computer software.	<ul style="list-style-type: none"> Completed
X \$\$\$		Tutoring, Study Skills, & Instruction Leading to Completion Tutoring, study skills training and instruction leading to secondary school completion including dropout prevention strategies.	<ul style="list-style-type: none"> Completed Did not complete GED obtained High School diploma obtained Certificate obtained
X \$\$\$		Work Experiences Including Internships and Job Shadowing Paid and unpaid work experiences, including internships and job shadowing. Work experience is a planned, structured learning experience that takes place in an employer's workplace (private for profit, non-profit, or public sector) for a limited period of time.	<ul style="list-style-type: none"> Completed Did not complete
	X \$\$\$	Youth Incentives Payments made to Youth program participants as a reward for attainment of specific goals/objectives in their individual employment plan.	<ul style="list-style-type: none"> Completed